

**Personnel Board Summarized Minutes**  
**Monday, May 2, 2011 - 6:10 p.m.**

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Mario Diaz, Member; Ann Infante, Member; and Beatriz Sosa, Member. Absent: Grecia Ferro Ameneiro, Vice-Chairperson

**ON THE DAIS:**

- Corrected March 2011 Personnel Board Minutes.
- Revised Business Tax Inspector II Exam Request Memo and job description from the April 2011 Agenda packet.
- Revised Business Tax Inspector I job description from the April 2011 Agenda packet.
- Mr. Richard Rubi's updated resume reflecting the correct titles to licenses.
- Ms. Aime Stokes' updated resume with detailed information.
- Ms. Odalis Rivero's updated resume with date of high school diploma.
- Unfinished Business Item 10a - Information regarding Education in the United States relating to exam request for Construction Supervisor I tabled at the April 2011 meeting.

Ms. Carnevale informed the other Board members, they their position is not to judge the formatting of the resumes. He went on to state that their responsibility is in assuring that the incumbent has the qualifications and experience that the respective position calls for.

**AGENDA**

1. Request to approve the minutes of the April 2011 Personnel Board meeting.

**APPROVED.** Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received April 2011.

- |                     |                                   |
|---------------------|-----------------------------------|
| 1. Heiber Pineiro   | Information Technology Department |
| 2. Yoel Marquetti   | Parks & Recreation Department     |
| 3. Yoshua Garfinkel | Police Department                 |
| 4. Janice Lugo      | Police Department                 |
| 5. Javier Gonzalez  | Streets Department                |
| 6. Gino Ameneiro    | Water & Sewers Department         |
| 7. Felix Miranda    | Water & Sewers Department         |

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for April 2011.

**SO NOTED.**

4. Report of Civil Service **Appointments** for April 2011.

**SO NOTED.**

5. Report of Civil Service **Resignations** for April 2011.

**SO NOTED.**

6. Report of **Maternal/Paternal Leave** for April 2011.

- |                     |                   |
|---------------------|-------------------|
| 1. Mario Gutierrez  | Fire Department   |
| 2. Ramiro Del Nodal | Police Department |
| 3. Benny Merino     | Police Department |

**SO NOTED.**

7. Report of **Leave of Absence** for April 2011.

- |                   |                |
|-------------------|----------------|
| 1. Arnaldo Alonso | Mayor's Office |
|-------------------|----------------|

**SO NOTED.**

8. Request to conduct a civil service examination for the **Chief Mechanical Inspector/Processor** position with the following criteria:

- a. In-house
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **new** of job description is attached. (No eligibility list on file.)

Range 55 - \$1716 - \$3351 Bi-weekly

**APPROVED.** Motion by Ms. Infante. Second by Sosa. Passed by unanimous vote.

9. Request to conduct a civil service examination for the **Small Appliance & Air Conditioning Crew Foreman** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of **new** job description. (No eligibility list on file.)

Range 49 - \$1094 - \$2309 Bi-weekly

**APPROVED.** Motion by Ms. Diaz. Second by Sosa. Passed by unanimous vote.

10. Request to hear **Unfinished Business.**

10a. Request to conduct a Civil Service examination for the **Construction Supervisor I** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.
- d. Abolish current eligibility list dated July 8, 2008.

Copy of **revised** job description and eligibility list is attached.

Range 49 - \$1094 - \$2309 Bi-weekly

**APPROVED.** Motion by Ms. Infante. Second by Sosa. Passed by unanimous vote.

11. Request to hear **New Business.**

**APPROVED.** Motion by Ms. Infante. Second by Sosa. Passed by unanimous vote.

11a. Request to conduct a Civil Service examination for the **Risk Manager** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and eligibility list is attached.

Management

**APPROVED.** Motion by Ms. Infante. Second by Sosa. Passed by unanimous vote.

11b. Request to conduct a Civil Service examination for the **Office Coordinator (Carlos Lopez - Purchasing)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and eligibility list is attached.

Management

**APPROVED with correction to resume to reflect Bachelor Degree (not Associate Degree).** Motion by Ms. Infante. Second by Sosa. Passed by unanimous vote.

**NEXT PERSONNEL BOARD MEETING: "June 6, 2011"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.